Updated SOP--August 6, 2015
Weekly Activity Reports/SCOUT

Weekly Activity Reports

Changes have been made to both the format and the process of our Weekly Report that are outlined below. Please thoughtfully provide information, each week, but no later than Mondays at Noon. The reports run Monday through Friday, so in the CIC Folder on the H drive, continue to use the report dated for the Friday of the week for which you are entering information. As a reminder:

URL: H:\6SF\6SF-V\6SF-VO

Name of File: CIC Weekly—(date)

Format Changes

Significant, measureable input should be included (as coordinated with the Site Teams for all sites), under the categories of:

- Last Week—the week ending Friday (date of report)
- This Week—the week the report actually is "published"
- Next Week—the week following the published report

Because we are moving information through this revised system (format), I will leave the previous Weekly in our general file. That way, you can copy and paste the information into the new Weekly, in the correct section, and update as necessary. Be sure to place your information in the correct section and that you are adding your information to the most current Weekly.

SCOUT

Although, at this time, most of the information input on the SCOUT will be input by the RPM or OSC, as the Site Team Leader, the SCOUT is always available for you to input events of importance, for which your lead. Please remember that the SCOUT is now an Excel document and use Excel functions to enter your information into one line on the Spreadsheet. If you need a refresher on how to add a line (in the correct, chronological place), to hard return within a cell (Alt+Enter), please ask. It is so much easier than trying to fix accidents, after they occur!

Since this report is ongoing, it stays in the same location:

URL: H:\6SF\6SF-V\6SF-VO

Name of File: SCOUT—(Monday date)